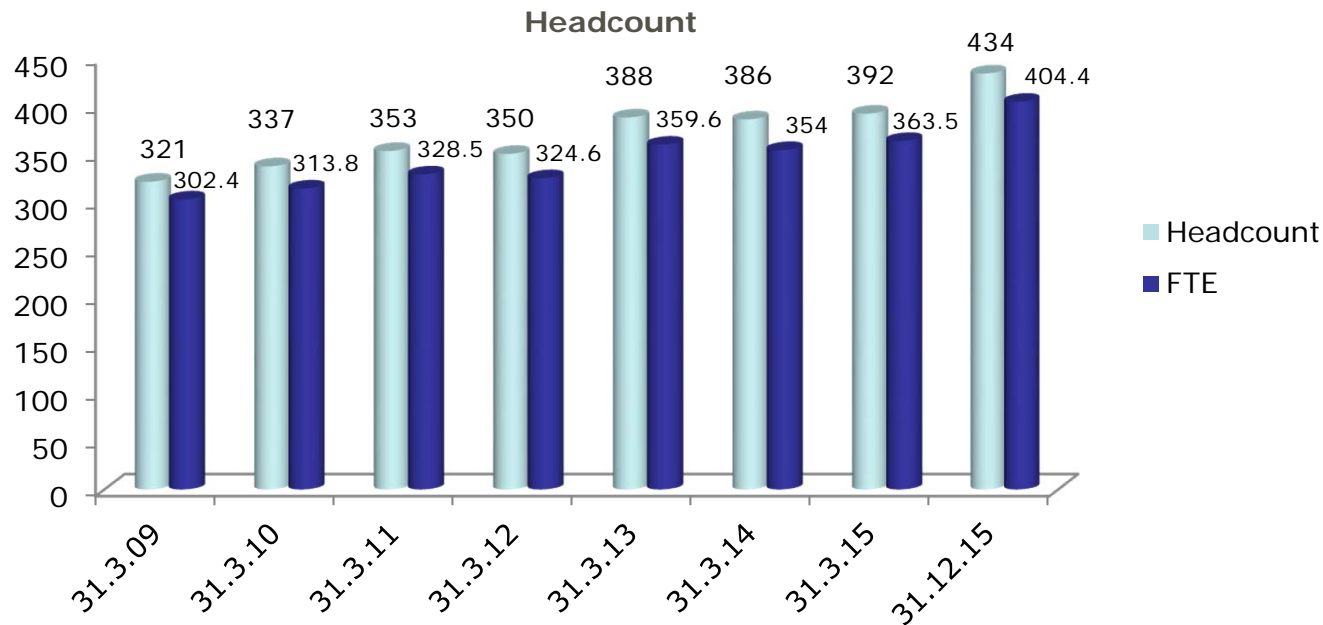


Organisational Development – December 2015 Dashboard

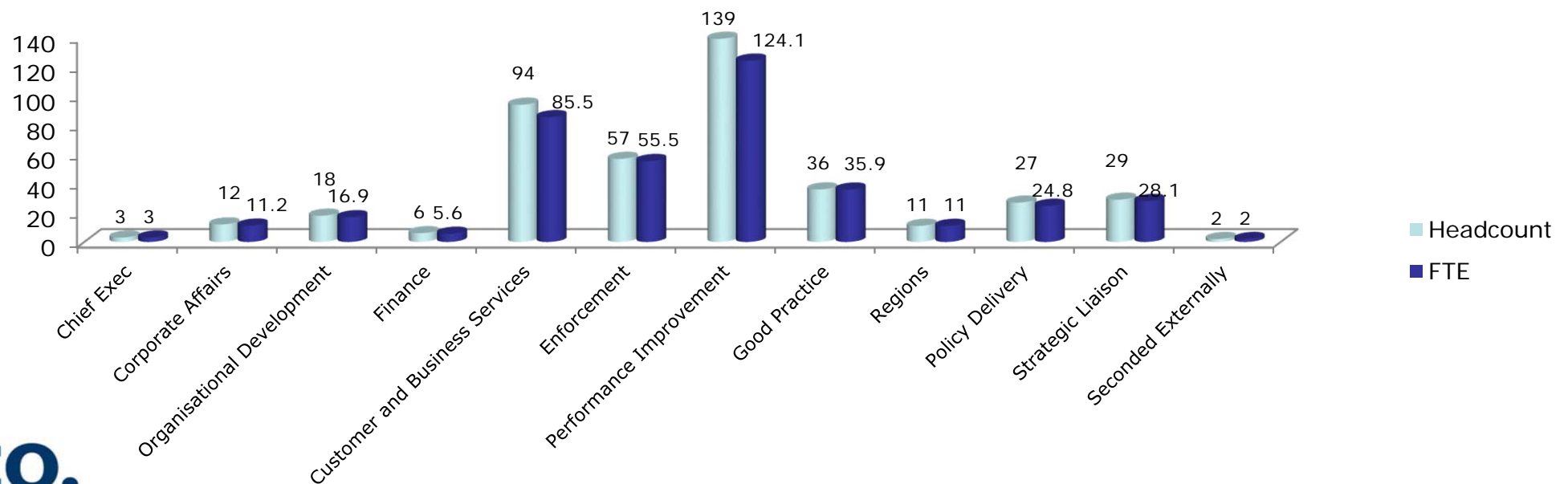


There were also 10 agency temporary staff employed as at 31.12.15

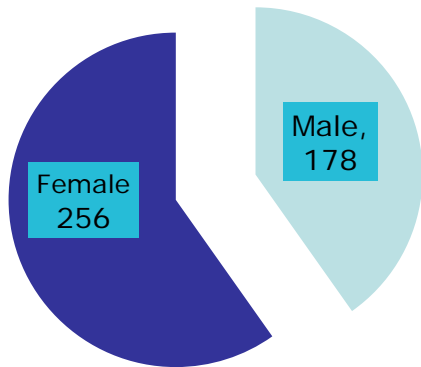
Grade Distribution as at 31.12.15

Job Level	No. of staff	% of staff	FTE
A	10	2.3%	8.6
B	25	5.75%	21.4
C	102	23.6%	91.6
D	134	31%	128.3
E	99	22.9%	92.4
F	50	11.6%	48.3
G	12	2.8%	12
H	2	0.46%	2

Headcount by department



Staff Gender Analysis



Staff Gender Analysis by grade

	Female (% of grade)	Male (% of grade)
Level A	30%	70%
Level B	72%	28%
Level C	62%	38%
Level D	65%	35%
Level E	53%	47%
Level F	62%	38%
Level G	25%	75%
Level H	0	100%

Full time/Part time split

	% of staff
Full time	80%
Part time	20%

Staff disability analysis

	% of staff
Disabled	4.4%
Not disabled	95.6%

Staff ethnicity analysis

	% of staff
Asian and Asian British	2.5%
Black and Black British	1.25%
Chinese	0.5%
Mixed ethnicity	1.4%
Other ethnicity	0.25%
White	94.1%

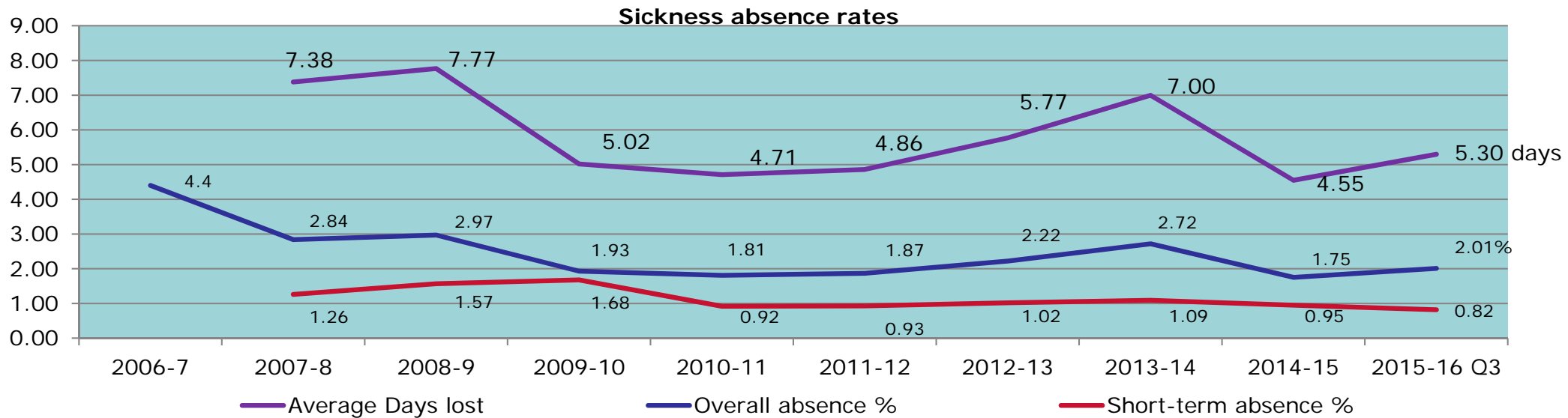
Part time working pattern	Number of staff
Full time	345
0.8-0.99 fte	34
0.6-0.79 fte	35
0.5-0.59 fte	15
Below 0.5 fte	5

Age distribution of staff

Age Group	No. of staff	% of staff
Under 20	0	0
20-29	65	15%
30-39	137	31.6%
40-49	99	22.8%
50-59	107	24.7%
60+	26	6%

Age distribution by grade – staff number and % of staff in each grade

	Level A	Level B	Level C	Level D	Level E	Level F	Level G	Level H
Under 20	0	0	0	0	0	0	0	0
20-29	0	2 (8%)	27 (26.5%)	34 (25.4%)	1 (1%)	1 (2%)	0	0
30-39	3 (30%)	2 (8%)	29 (28.4%)	41 (30.6%)	45 (45.4%)	15 (30%)	2 (16.7%)	0
40-49	3 (30%)	4 (16%)	18 (17.6%)	29 (21.6%)	21 (21.2%)	20 (40%)	4 (33.3%)	0
50-59	2 (20%)	12 (48%)	21 (20.5%)	25 (18.7%)	28 (28.3%)	14 (28%)	5 (41.7%)	0
60+	2 (20%)	5 (20%)	7 (6.9%)	5 (3.7%)	4 (4%)	0	1 (8.3%)	2 (100%)

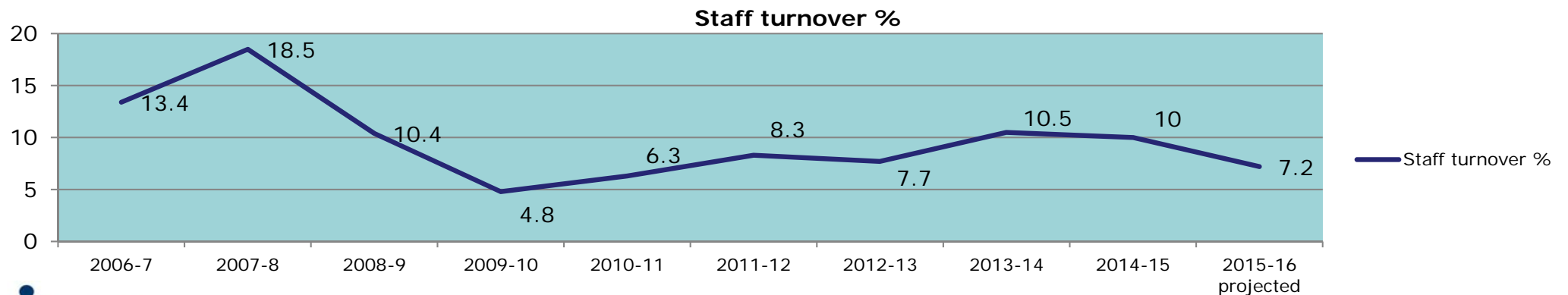


Short term absences exclude absences of over 3 weeks duration. The Civil Service average absence rate is 7.4 days lost per staff member per year. 256 staff have had no absence in the first three quarters of the year.

Staff Turnover

Staff turnover from Quarter 1 to the end of Quarter 3 was 5.4%, this equates to 7.2% for a full year, which is lower than the turnover rate in recent years.

22 staff have left the ICO since April: 2 retirements; 13 promotions outside the ICO; 4 role changes; 1 personal reasons; 1 end of a fixed term contract; and 1 colleague has passed away

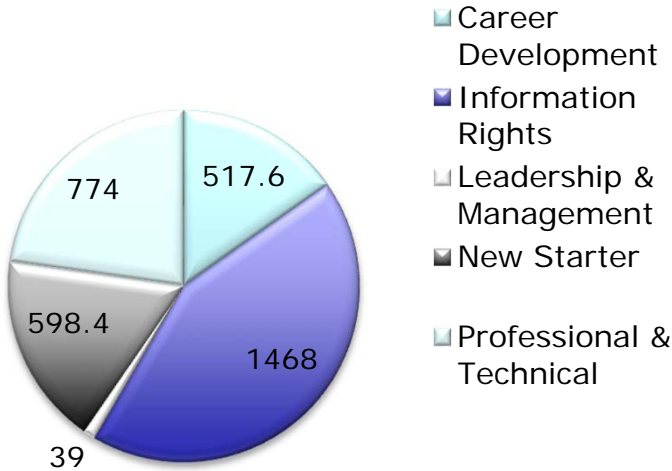


Training

Career Development
Information Rights Training
Leadership and Management
New Starter
Professional and Technical
Total
- of which are Know About

Events	Person-Days attended		Person-Hours attended	
Number	Number	Av per head (406 ave headcount)	Number	Av per head
24	76.84	0.19	552.6	1.36
88	210.41	0.52	1498	3.69
8	12.33	0.13 per manager	91	0.95 per manager
63	116.87	1.82 per starter	847.4	13.24 per starter
105	417.47	1.03	3014	7.4
288	833.92	2.05	6003	14.79
14				

Person - hours



Non-attendances

Personal
Business need
Sickness
Unknown
Total (based on 2047 training invites)
- of which are Know About

Number	As a percentage of accepted invitations
23	1.12%
75	3.66%
15	0.74%
25	1.22%

Tutors

Tutor
- of which are Know About
Observer

Attendances	Days	Hours
230	68.85	496.5
7		
27	8.12	58

There has been a significant reduction in non-attendances at training in Q3, with 27 instances from 182 training events, compared with 109 from 106 events in the first two quarters.

Organisational Development : Summary Q3

	Management support	Learning and Development	HR processes	Facilities Management Health and Safety
Supporting the business	<p>Supported managers in discipline, sickness, grievances and staff welfare cases.</p> <p>Development of the ICO's People Strategy. Approved by SMT and now at the stage of consultation with trade unions and staff.</p> <p>Reports completed for the Job Grading Panel.</p> <p>Worked with ACAS representative to facilitate the completion of the independent report into the 2014 ET pay process (report due in early Feb).</p> <p>Responsibility Allowance process signed off by SMT. TU consultation commenced.</p>	<p>Emphasis on supporting employee engagement in the last quarter. Facilitation of peer networks, information right training networks and work with technical specialists advising on know-about sessions.</p> <p>The network trainers, comprising over 50 staff, has provided an opportunity for staff to develop their skills and demonstrate their engagement with business improvement.</p> <p>New i-learn pages launched on ICON, supporting self- managed learning.</p> <p>Provision of ISO27001 training for Good Practice staff, and implementing the necessary measures for ICO staff to be accredited as a training body.</p>	<p>Continuing recruitment processes:</p> <ul style="list-style-type: none"> - 58 new starters from April to December 2015 - 67 promotions in that period - 76 recruitment campaigns commenced - 517 interviews completed - 8 new staff going through clearance to start in January and February <p>29 SC/DV applications completed from April to December 2015. Currently a total of 159 staff have either SC or DV level clearance.</p> <p>2015/16 pay review implemented with staff paid increases in November and back dated to July.</p>	<p>7 accidents in the last quarter (includes illness with intervention from a first aider). All minor incidents and no Riddor reportable absences.</p> <p>Total of 8 accidents recorded in 2015-16.</p> <p>Workstation audits completed for new starters and several staff requiring guidance.</p> <p>Updates to the ICO's bomb warning procedures completed.</p> <p>Delapidation discussions commenced with landlord regarding ground floor extension area.</p>
Delivering services	<p>49 referrals to Occupational Health. Instigation of adjustments for staff to aid return to work or support staying in work.</p> <p>Held sessions to promote awareness of the Health Cash Plan.</p>	<p>Training for managers on practical employment law, managing workplace investigations and managing wellbeing.</p> <p>Commencing the Advanced Certificate in Investigatory Practice qualification for the new enforcement staff.</p> <p>Training for BCS trainers on trainer as coach, facilitator and mentor to support the delivery of the new exam prep BCS Certificate in Data Protection course.</p>	<p>Instigation of project to move to electronic payslips – expected to be delivered in April 2016.</p> <p>Participation in audit activity regarding Recruitment and PDR processes. Implemented 'quick win' improvements and plan in longer term changes as required.</p> <p>Significant interaction with MyCSP regarding pensions. Seeking to resolve multiple pension queries and issues with the quality of the data they possess.</p>	<p>Availability of defib machine in Wilmslow promoted to local offices and NW Ambulance Service.</p> <p>ICO defibrillator called into use in Cardiff office for member of the public.</p> <p>Move round of some teams within Wycliffe House completed with movement and purchase of new equipment.</p>